

	Montana Mental Health Nursing Care Center Policy Manual		Policy Number	815
			Original Date	01/24/1985
			Revised Date	04/17/2015
	Department: Maintenance		Employee Vehicle Policy	

POLICY:

Employee vehicles will be parked in designated areas and follow the rules concerning their use while on campus.

PROCEDURE:

1. Employee vehicles will be parked in designated parking areas. See attached map for acceptable parking locations.
2. Vehicles must be locked and keys removed when parked on State property. If a vehicle is left running during extreme cold weather, all doors will be locked.
3. The speed limit on campus is 10 miles per hour.
4. Parking areas designated for delivery, disabled persons, loading and State vehicles, will not be used for personal vehicle parking.
5. Any accidents involving personal vehicles on grounds will be reported to the police and to the Supervisor. The Supervisor will notify the Superintendent.
6. If problems occur with employees vehicles on grounds, the employee will be responsible for the vehicle repair.
7. Night shift employees may use the electrical plug-ins under the lounge windows by A and D Wings under the following rules:
 - A. Only one vehicle may be plugged into each outlet.
 - B. Employees must furnish their own electrical cords.
 - C. No multiple outlet adapters may be used.
 - D. The temperature must be 10 degrees below zero or colder.
 - E. Outlets will be available on a first come, first serve basis.
 - F. No electrical extension cords may be used from any other outlets on campus.
 - G. Caps must be replaced after each use.
 - H. Outlets designated for State vehicles will not be used for private vehicles.
 - I. At no time will electrical extension cords be run through windows or doors.